

WEBMAIL OVERVIEW

City of Martinsville WebMail is a feature rich and user-friendly solution that provides all the tools you need to centralize city's operations on the web. WebMail allows you to setup a turn-key solution including WebMail, Address Book, Calendar, Tasks, Journal/Diary, Discussion Forums, Notes, Bookmarks, File Storage, Photo Album, Instant Messaging and much more. If you can access the internet, you can access your Webmail.

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**READ FIRST- ACTION NEEDED-

- Access your webmail by opening WWW.MARTINSVILLE.IN.GOV
- Click on the [CITY EMPLOYEES LINK](#)
- First time you access your email:
 - Enter your email address as the user name
 - The password will be: **Mart1nsville** (That is a capital M and the number one for the first i)
 - Please go directly to Configuration (Step 1 below) and change your password.
 - Click on Password (Step 2) to select Password
 - Change your password and confirm. Like all passwords, keep it confidential.
 - Next, click on Configuration again.
 - Click Options (Personal Details)
 - Fill in your personal information(Step 4) .
 - Feel free to browse around in the configuration to setup other personal preferences.
 - If you experience problems, please contact Carol Messmer via phone 765-342-2861 or email at secretary@martinsville.in.gov
- Outlook contacts- If you use Outlook and need to move your contacts into your webmail, see tech note "Transferring Contacts"

Change email passwords

NetworkSolutions® WEBMAIL

STEP 1
Click "Configuration"

STEP 2
Click on "Password"

Options (Change Password)

New password:

Re-enter new password:

SAVE **CANCEL**

STEP 3
Enter the password in the text box and click on "Save"

STEP 4

Options (Personal Details)

Full name:

E-Mail address:

Country:

State:

City:

Zip Code:

Gender: ☐ Male ☒ Female

Birthday:

Occupation:

Last connection date: Wednesday, September 17, 2008 10:46 am

Last connection IP: 4.224.216.234

SAVE

CANCEL

Additional Email Information

Definitions

WebMail

A fully-featured web-based e-mail client that allows you to access your mailboxes from anywhere in the world.

Address Book

Easily create and manage your contacts. Use the import feature to import your existing address book from other Email clients.

Calendar

A Powerful web-based calendar application, allows you to manage event scheduling, tasks, journals/diary, discussion forums, bookmarks and notes. Use the collaboration features for calendar sharing, and meeting invitations.

Tasks

Complete task management including task assignments, group tasks, response tracking and status reports.

Journal

Keeps track of a wide variety of information and events such as phone calls and meetings. A timer function is also included to track time spent for billing purpose.

Notes

Useful web-based notepad with multiple views and color codes.

Bookmarks

Store your bookmarks on a centralized location which can be accessed by multiple browsers, anywhere in the world.

Discussion Forums

Create group and global discussion forums to discuss issues with your guest users. The Discussion forum section includes advanced message editing and searching features.

File Storage

A web-based file storage application allowing you to store and share files securely, quickly and simultaneously via the web.

Photo Album

The photo album software that allows you to create and share online digital photo albums and thumbnail galleries quickly and easily. With the Photo Album, you can easily create and maintain albums of photos via an intuitive interface. It includes automatic thumbnail creation, image resizing, ordering, captioning, searching and more.

Instant Messenger

Instant messaging allows you and your guests to have real-time conversations, and the ability to send files. You can access instant messenger using any JavaScript enabled browser such as IE4.0+, NS4.7+ or Mozilla 1.0+.

File Storage
Besides E-mail, you can store important documents and multimedia files in your personal file storage area. This will count towards your disk storage.

Journal
Use your web mail interface to create Journal entries to record notes for meetings, phone calls, faxes and more

10 times storage
100MB of storage

The screenshot shows the Network Solutions Webmail interface. A left sidebar contains links to various features: Today, Inboxes, Folders, New mail, Address Book, Calendar, Tasks, Journal, Notes, Bookmarks, Discussions, File Storage, Photo Album, Messenger, Configuration, Help, and Logout. The main area displays an 'INBOX' with a list of emails. Red arrows point from the feature descriptions above to specific elements: 'File Storage' points to the 'File Storage' link in the sidebar; 'Journal' points to the 'Journal' link in the sidebar; '10 times storage' points to the 'You have used 0% of your 100.00 MB disk quota' status bar; 'Instant Messenger' points to the 'Messenger' link in the sidebar; 'Photo Album' points to the 'Photo Album' link in the sidebar; and 'Discussion boards' points to the 'Discussions' link in the sidebar.

Instant Messenger
You can communicate to other people with email accounts on the same domain name (your colleagues, friends etc)

Photo Album
You can upload your photographs and forward them to people in an email. This will count towards your disk storage.

Discussion boards
People with email accounts on the same domain can share a common forum or discussion board

* Features and storage may vary for different hosting e-mail packages.

Guest User

Account owners can create a list of guest users who have limited access to their account. Each user is assigned their own privileges for each of the different areas. (example: you can give guest users access to your photo album only)

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Guest Users Login
 Login by clicking here

E-mail Login for tsdhost.com

To access your e-mail, login below.
 Guest users, [click here.](#) [What is a guest?](#)

E-mailbox name: @tsdhost.com

Password:

[Help](#)

☐ Use secure connection (SSL)

SERVICE MESSAGES

More Security, More Time
 We protect your E-mail from spam and viruses by providing multiple levels of protection including the industry-leading Symantec Brightmail®. With Network Solutions E-mail, we provide 99.99% accuracy, letting you spend your time on matters more important to you than spam.

Manage E-Mail More Easily
 Send, receive and manage e-mail using Microsoft® Outlook, Outlook Express and other desktop e-mail software programs (POP3), which allow you to:

- Use e-mail software currently installed on your computer
- Connect faster than the Web Mail option
- Compose and review messages while you work offline

USER GUIDES

[E-Mail User Guide](#)

[E-Mail Upgrade Guide](#)

PRODUCTS TO HELP YOU SUCCEED ONLINE

Network Solutions offers products and services to meet your needs at all stages of building and growing your online business. [Learn More](#)

External Mail accounts

(If you frequently use multiple e-mail accounts, the External Mail feature allows you to POP mail from those e-mail accounts into your Network Solutions e-mail account. This way you can conveniently view all of your e-mail from one location.)

Setup process for External Mail accounts is slightly different.

To setup and manage other POP accounts into your web mail

- Click on the 'Configuration' button on the left navigation menu
- Next click "Manage Your Accounts / Profiles".



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CREATE FILTERS

Set up process for Custom Rules /Filters is different

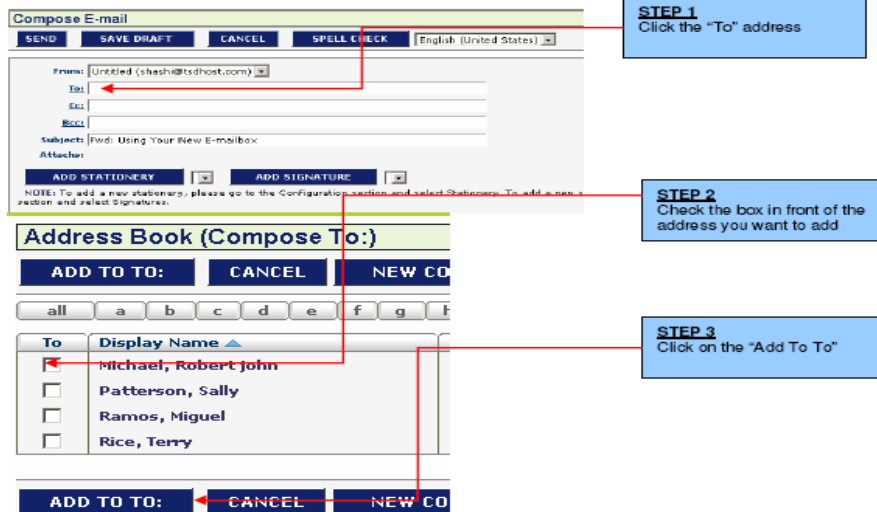
You will be able to create custom filters to direct incoming messages to specific folders.

- Click on the 'Configuration' button on the left navigation menu
- Next click on "Custom Filters".

The rules will run only when you are logged into the web mail interface.

Add multiple addresses to the "To" field when composing/ replying-to messages

At the present time you will be able to add addresses to the "To" field one at a time. If you send to a distribution list regularly we suggest you use the "[List option](#)" in your Webmail.



Create a List

This option is used to create a distribution list or group list if you send e-mails frequently to a list of people. Here are the steps to create a list which is different from the previous e-mail.

STEP 1

Click the "Address Book" link

STEP 2

Click the "New List" button

STEP 3

Enter the "File as" field and the "Quickname" field

STEP 4

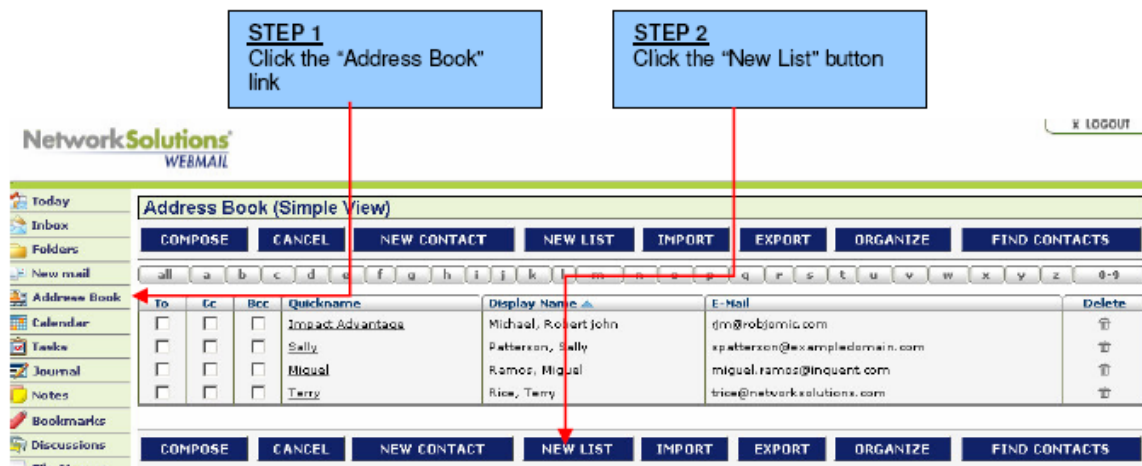
Choose the contacts you would like to add and click on the "Add to list"

STEP 5 (optional)

To add addresses not in your address book click on "External E-Mail" and click on the "Add to list"

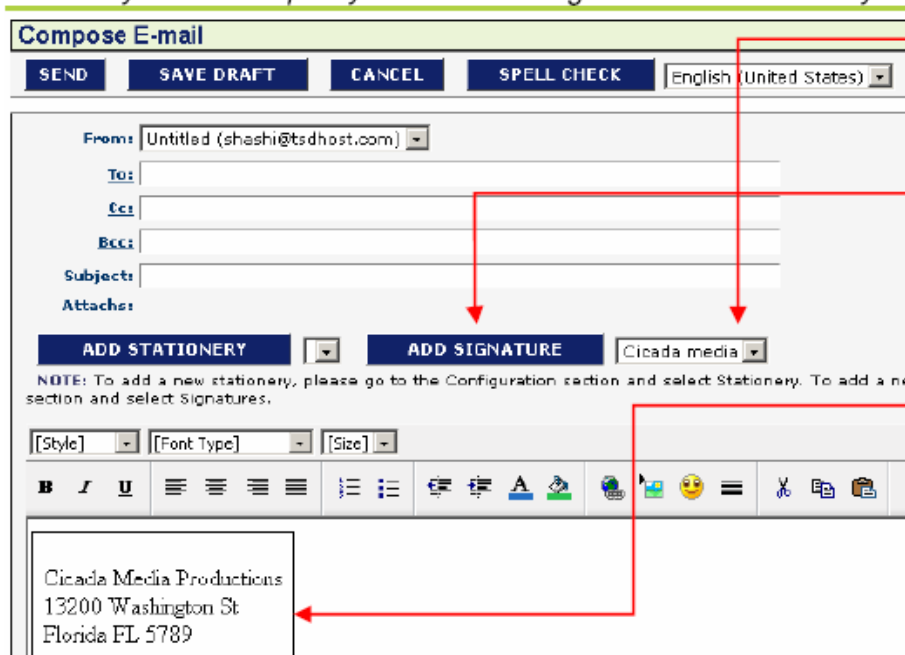
STEP 6

Click on "Save"



Add a Signature to your e-mail

The process to add a new signature is different. Please go to the Configuration section and select Signatures. You can add a signature to a new e-mail or while forwarding or replying to email. *At this time you cannot specify that a default signature is added to all your messages.*



STEP 1
Select the signature you would like to add

STEP 2
Click on "Add Signature"

STEP 3
The signature will appear at the beginning of the message

Export Your Outlook Contacts to Webmail

If you move from one email program to the next, you don't want to leave your contacts behind. Exporting your contacts to a format that most other email programs and services can understand is pretty easy.

Export Your Outlook Contacts to a CSV File

To save your contacts from Outlook to a CSV file:

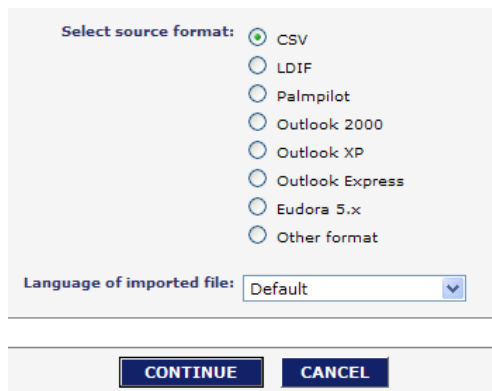
- Select *File | Import and Export...* from the menu.
- Make sure *Export to a file* is highlighted.
- Click *Next >*.
- Now make sure *Comma Separated Values (Windows)* is selected.
- Click *Next >* again.
- Highlight the *Contacts* folder.
- Click *Next >*.
- Use the *Browse...* button to specify a location and file name for the exported contacts. Something like "Outlook.csv" or "ol-contacts.csv" on your *Desktop* should work fine.
- Click *Next >* (once more).
- Now click *Finish*.

You can now import your Outlook contacts into webmail.

How To Import Contact Information Into The Web Mail Address Book

To import your contact information from Outlook:

1. [Log in to Web Mail](#)
2. Click on the **Address Book** button in the left navigation bar
3. Click on the **Import** button at the top of the page
4. In the **Select source format** section, select the radio button next to the file type you wish to import, click on the **Continue** button then follow the steps below for the format you've chosen:



Select Outlook 2000 or Outlook XP

-Specify the file you want to import

-Click on the **Browse** button, which will open up a navigation window with your computer's files, locate the file you want to import, select it, and then click on the **Open** button. The selected file name will appear in the **File name** text box

-Click on the **Import** button

Note: Please remember that your contacts are included in your e-mailbox storage usage. Therefore if you imported a significant number of contacts into Web Mail, you should check your storage usage to ensure that you aren't close to exceeding your e-mailbox storage allocation

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